

Chapter 5

Local National Mass Actions

Chapter Overview

Introduction	<p>This chapter explains how to process Local National (LN) actions.</p> <ul style="list-style-type: none"> • Mass Appraisals • Mass Awards • Mass Realignment • Mass Salary (including Mass WGI and Mass Pay)
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Topic	Page
Processing LN Mass Appraisals	3
Processing a Mass Appraisal	4
Previewing Your Action	5
Validating the Mass Appraisal	8
Executing the Mass Appraisal	9
Processing LN Mass Awards	10
Creating a Mass Awards File	11
Previewing a Mass Award File	14
Changing a Mass Award File	16
Executing a Mass Award File	17
Viewing the Status of a Mass Award File	18
Locating and Correcting Errors	20
Processing LN Mass Realignment	22
Processing an LN Mass Realignment	23
Previewing Your Action	27
Executing the Mass Realignment	29
Processing LN Mass Salary	30
Processing an LN Mass Salary	31
Previewing Your Action	33
Executing the Mass Salary	35
Viewing the Status of a Mass Salary File	36
Locating and Correcting Errors	37

Continued on next page

Chapter Overview, Continued

See also





- Module 1, Fundamentals of the Modern DCPDS
- Module 4, Staffing Using the Modern DCPDS
- Module 5, Workforce Relations Using the Modern DCPDS

Before You Begin

- Follow the instructions in Module 5, Workforce Relations Using the Modern DCPDS, to enter performance appraisal data.


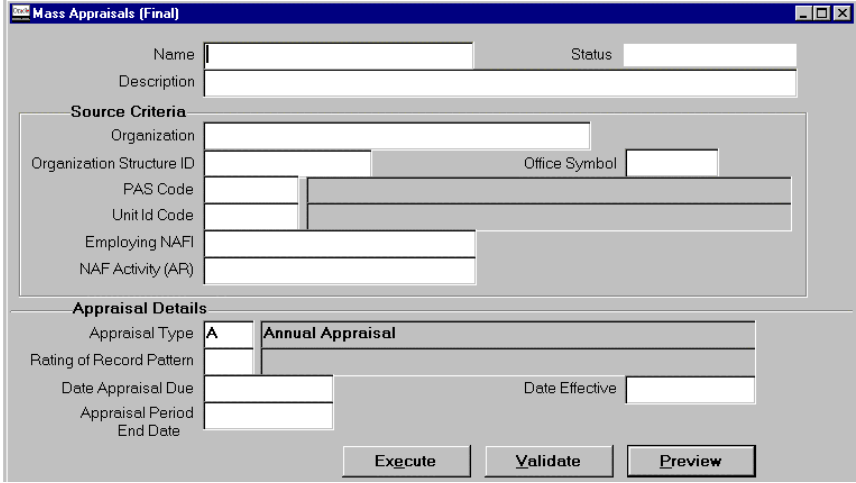

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Processing LN Mass Appraisals

Purpose	This section explains how to process LN mass appraisals for a group of similar appraisals.
See Also 	<p>Module 1, Fundamentals of the Modern DCPDS Chapter 3, Navigating the Modern DCPDS Section: Main Menu Bar</p> <p>Module 2, Position Management and Classification Using the Modern DCPDS Chapter 3, Managing Position Hierarchy Section: Using the Application Data Extract (ADE) Tool</p> <p>Module 5, Workforce Relations Using the Modern DCPDS Chapter 2, Performance Appraisal Information</p>
Before You Begin	<ul style="list-style-type: none"> • Use mass appraisals when you want to update multiple records at one time. • When you process LN mass appraisals, the People Record in HR is updated. <ul style="list-style-type: none"> • An RPA is not produced as it is with other mass actions. • There is no NPA (LN SF 50 equivalent form) generated. • You can export the data from the Preview Window to an Excel spreadsheet.
Who Does It 	The capability to create and execute a mass appraisal is available only in the LN Personnelist or CIVDOD LN MGR responsibility.

Processing LN Mass Appraisals

Processing a Mass Appraisal

Step	Action
1	<p>From the Navigation List → <i>Mass Actions</i> → <i>Mass Appraisal</i> → <i>Final Mass Appraisals</i> → <Open>.</p> <p> Notes:</p> <ul style="list-style-type: none"> The Mass Appraisal (Preview) Window is available as a “rough draft” window. It is exactly like the Mass Appraisal (Final) Window, but without the <Execute> Taskflow Button. You can create the mass appraisal by clicking either menu item. Mass appraisals can only be processed in the Final Mass Appraisal Window. Components may want to use both forms; however, for security reasons, limit the number of personnel who can run the final process.
2	<p>The Mass Appraisal (Final) Window displays with three taskflow buttons. With your cursor in the <i>Name</i> data field, type in a unique name for the appraisal action you are creating.</p>  <p> Note: The <i>Status</i> data field is system-generated to show how far your mass appraisal has progressed when you save your action; e.g., Unprocessed, Submitted, etc. No action is required.</p>

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Processing LN Mass Appraisals, Continued

Processing a Mass Appraisal (continued)

Step	Action												
3	<ul style="list-style-type: none"> The Description data field is free text you type in to describe your action and can accommodate 100 characters. The Source Criteria Region allows you to enter data to define the employees to be included in the Mass Appraisal process. <ul style="list-style-type: none"> The Organization data field must be completed. The other data fields merely allow you to further define the select criteria, if desired. The Appraisal Details Region must be completed for Appropriated Fund actions, because of OPM CPDF edits. LNs are not subject to the edits, however some data fields are required: <table border="1"> <thead> <tr> <th>Data Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td><i>Appraisal Type</i></td><td>Automatically populates with Code A. You can overwrite it with codes on the LOV.</td></tr> <tr> <td><i>Rating of Record Pattern</i></td><td>Not required for LNs.</td></tr> <tr> <td><i>Date Appraisal Due</i></td><td>Required for LNs.</td></tr> <tr> <td><i>Date Effective</i></td><td>Required for LNs.</td></tr> <tr> <td><i>Appraisal Period End Date</i></td><td>Not required for LNs.</td></tr> </tbody> </table>	Data Field	Description	<i>Appraisal Type</i>	Automatically populates with Code A. You can overwrite it with codes on the LOV.	<i>Rating of Record Pattern</i>	Not required for LNs.	<i>Date Appraisal Due</i>	Required for LNs.	<i>Date Effective</i>	Required for LNs.	<i>Appraisal Period End Date</i>	Not required for LNs.
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<i>Date Effective</i>	Required for LNs.												
<i>Appraisal Period End Date</i>	Not required for LNs.												

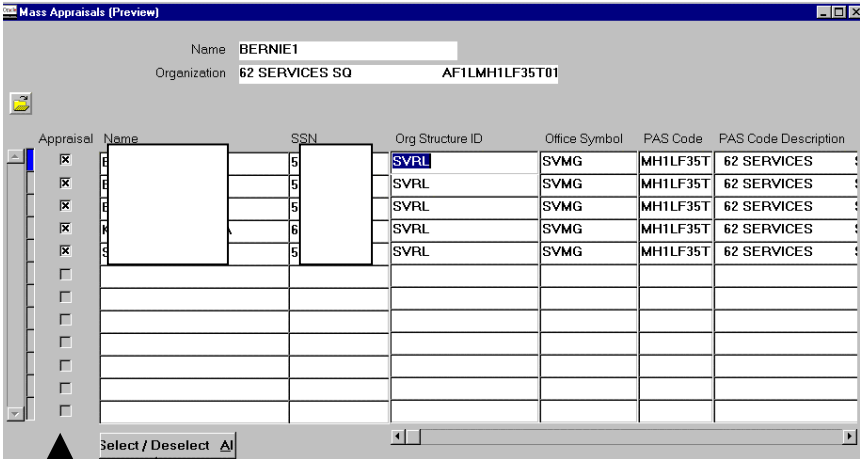

Previewing Your Action

Clicking <**P**review> on the **Mass Appraisals (Final)** Window displays the **Mass Appraisals (Preview)** Window. Based on the information input in the Source Criteria on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN. The names for the mass appraisal can be viewed and selected or deselected. Follow the steps below to preview the action.

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Processing LN Mass Appraisals, Continued

Previewing Your Action (continued)

Step	Action
1	<p>On the Mass Appraisals (Final) Window, click <Preview>. The Mass Appraisals (Preview) Window displays with data elements populated from the previous window.</p>  <p> Note: The “X” in the Appraisal checkbox indicates the name on the line next to the “X” is included in the mass appraisal action. Deselect the “X” if the name is <u>not</u> to be included.</p> <ul style="list-style-type: none"> If a large number of names appear on the window, but only a few are to be included: <ul style="list-style-type: none"> Click <Select/Deselect All> to remove the “X” from the checkboxes. Select the names to be included by individually selecting “X” in the checkbox next to the names.

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Processing LN Mass Appraisals, Continued

Previewing Your Action (continued)

Step	Action																										
1 (Cont)	<p>The Appraisal checkbox displays next to the <i>Name</i> and <i>SSN</i> columns. You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible. Information may or may not populate the columns. The remaining columns are provided below with annotations. (N/A) means not required for LNs.</p> <table> <tr> <th>Column</th><th>Column</th></tr> <tr> <td>Org Structure ID</td><td>Target Bonus Indicator (Demo) (N/A)</td></tr> <tr> <td>Office Symbol</td><td>Target Bonus Reason (Demo) (N/A)</td></tr> <tr> <td>PAS Code (Air Force only)</td><td>Target Appraisal Type (Since user can overwrite the default code in the Appraisal Details, it may vary among selected records.)</td></tr> <tr> <td>PAS Code Description</td><td>Target Rating of Record (Required input from LOV)</td></tr> <tr> <td>Unit Id Code (Army or Navy only)</td><td>Target Rating of Record Level (N/A)</td></tr> <tr> <td>Unit Id Code Description</td><td>Target Rating of Record Pattern (N/A)</td></tr> <tr> <td>Employing NAFI (N/A)</td><td>Target Factor (AF) (N/A)</td></tr> <tr> <td>NAF Activity (AR) (N/A)</td><td>Target Date Appraisal Due</td></tr> <tr> <td>Pay Plan</td><td>Target Date Effective</td></tr> <tr> <td>Pay Plan Description</td><td>Target Appraisal Period End Date (N/A)</td></tr> <tr> <td>Grade</td><td>Comments (free form for your use only - Optional)</td></tr> <tr> <td>Performance Constraint Indicator (Demo) (N/A)</td><td></td></tr> </table>	Column	Column	Org Structure ID	Target Bonus Indicator (Demo) (N/A)	Office Symbol	Target Bonus Reason (Demo) (N/A)	PAS Code (Air Force only)	Target Appraisal Type (Since user can overwrite the default code in the Appraisal Details, it may vary among selected records.)	PAS Code Description	Target Rating of Record (Required input from LOV)	Unit Id Code (Army or Navy only)	Target Rating of Record Level (N/A)	Unit Id Code Description	Target Rating of Record Pattern (N/A)	Employing NAFI (N/A)	Target Factor (AF) (N/A)	NAF Activity (AR) (N/A)	Target Date Appraisal Due	Pay Plan	Target Date Effective	Pay Plan Description	Target Appraisal Period End Date (N/A)	Grade	Comments (free form for your use only - Optional)	Performance Constraint Indicator (Demo) (N/A)	
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Processing LN Mass Appraisals, Continued

Previewing Your Action (continued)

Step	Action
2	Click Save and exit the window to return to the Mass Appraisals (Final) Window.
3	Click <Validate> to run the business rules for the process and identify any errors that occurred. <ul style="list-style-type: none"> You can check the Process Log to determine if errors or warnings occurred, and make any necessary corrections. The business rules in effect for individual update of a record (direct update of the SIT) also apply to the mass process.

Validating the LN Mass Appraisal

Clicking **<Validate>** on the **Mass Appraisals (Final)** Window displays a Message Box. Click **<Validate>** after Preview has been completed to ensure there are no rejects before Executing the action.

Step	Action
1	Click <Validate> on the Mass Appraisals (Final) Window to display a Message Box with the following “Validation process completed successfully.” <div data-bbox="761 1182 1177 1413" data-label="Image"> </div> Click <OK> .
2	If an Error Message Box displays it indicates the required items that have not been entered. <div data-bbox="704 1545 1239 1787" data-label="Image"> </div>

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Processing LN Mass Appraisals, Continued

Validating the LN Mass Appraisal (continued)

Step	Action
3	To view the errors, click H elp on the Main Menu Bar. <ul style="list-style-type: none"> Click View My Requests. The Requests Window displays. Click <Request Log> to print a word document that explains the errors on each action.
4	Correct the actions on the Mass Appraisals (Preview) Window, save your action, and return to the Mass Appraisals (Final) Window.

Executing the Mass Appraisal

Clicking <**E**xecute> on the **Mass Appraisals (Final)** Window processes your action by submitting it to update the database.

Step	Action
1	Click < E xecute> on the Mass Appraisals (Final) Window to display a Message Box that says: “Mass Appraisals Final Process successfully submitted.” <div data-bbox="750 1102 1188 1352" data-label="Image"> </div>
2	Click < O K>. The Mass Appraisals (Final) Window displays. <div data-bbox="483 1444 532 1522" data-label="Image"> </div> <p>Note: Once you have “Executed” or “Processed” the action:</p> <ul style="list-style-type: none"> A new row of data is entered into each employee’s record (LN Appraisal Information SIT) if the record validated. The Taskflow Buttons (Execute, Validate, and Preview) are grayed out.

Processing LN Mass Awards

Purpose

This section explains how to process LN mass awards for a group of similar award actions. The process is available for all countries.

- A manager, supervisor, or designated organizational person may initiate and preview the action, and then notify the personnelist by phone or email with the file “name” created for the mass award.
- A personnelist will then execute the mass award.

See Also



Module 5, Workforce Relations Using the Modern DCPDS
Chapter 3, Award Information

Before You Begin

- A Mass Award is a collection of individual awards processed en masse to save Modern DCPDS users time, effort, and keystrokes. The personnel actions required to document each award can be processed with an individual RPA when the following conditions are the same:
 - Effective date.
 - Nature of action.
 - Authority code.
- For LNs, certain fields must be completed on the Award Details DDF, before you can initiate the preview process.
- You cannot change individual award amounts; i.e., percentage or salary amount, once you have “executed” the action.
- If actions process without error, NPAs (SF 50, or the country equivalent of the SF 50) are generated for each employee record included in the mass process as future actions in the Routing History Table.
- If an error occurs with one of these selected records, the process routes the RPA to the groupbox assigned to the record’s registered Personnel Office Identifier (POI). If the POI is not registered, then the process routes to the system’s default groupbox – GHRWFADMIN.
- Legal Authority Codes/Remarks are not required for Mass Awards.

If an RPA was used to create the award (usually a monetary award), then you must do a Correction-Cancellation RPA to delete it.

Who Does It




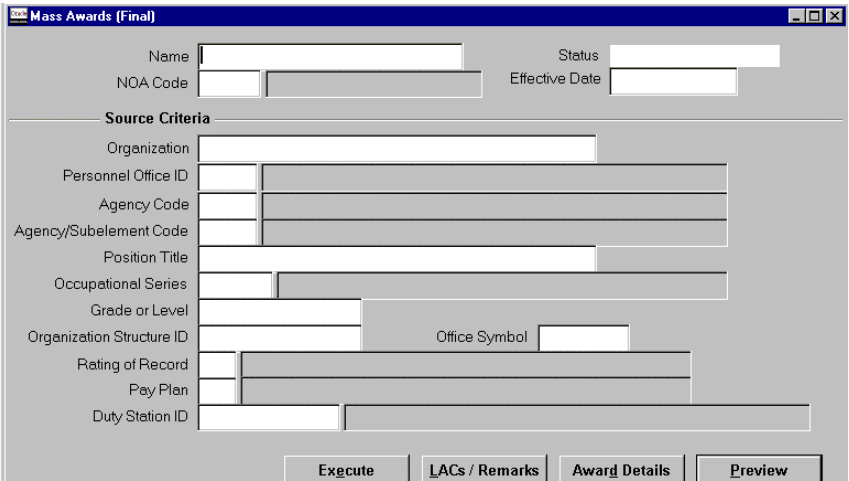
The capability to **execute** a mass award is only available in the LN Personnelist or CIVDOD LN HR MGR responsibility.

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Processing LN Mass Awards, Continued

Creating a Mass Award File




Managers, supervisors, or personnelists may initiate a Mass Award File. If a manager or supervisor creates the file, they need to notify the appropriate personnelist to “execute” it. If the award is not within the **current pay period**, date track to the date needed on the **Element Entries** Window and follow the steps in this procedure.

Step	Action						
1	<p>On the Navigation List → <i>Mass Actions</i> → <i>LN Mass Awards Final</i> → <Open>.</p>  <p>Notes:</p> <ul style="list-style-type: none"> The Mass Awards (Preview) Window is available as a “rough draft” window. It is exactly like the Mass Awards (Final) Window, but without the <Execute> Taskflow button. You can create the Mass Award by clicking either menu item, but you can only process it in the Final Mass Awards Window. Components may want to use both forms, but limit the number of personnel who can run the final process for security reasons. 						
2	<p>The Mass Awards (Final) Window displays with four taskflow buttons. Each time the user taskflows to other forms, the system automatically saves the current entries.</p>  <table border="1"> <thead> <tr> <th>Taskflow Buttons</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Execute</td><td>Processes the mass file to update HR.</td></tr> <tr> <td>LACs/Remarks</td><td>Not required for LNs.</td></tr> </tbody> </table>	Taskflow Buttons	Description	Execute	Processes the mass file to update HR.	LACs/Remarks	Not required for LNs.
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LACs/Remarks	Not required for LNs.						

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Processing LN Mass Awards, Continued

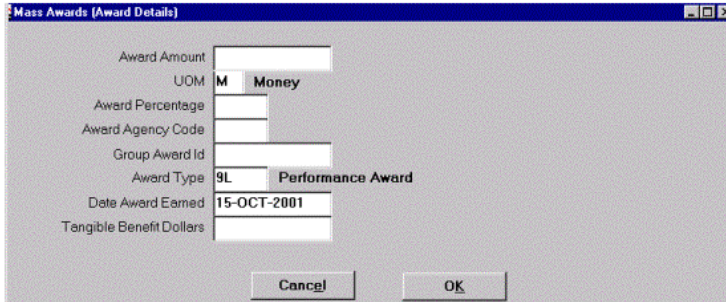

Creating a Mass Award File (continued)

Step	Action	
	Taskflow Buttons	Description
2 (Cont)	Award Details	The same entries used on the individual RPA Award DDF.
	Preview	Begins the selection criteria process. Once you taskflow to Preview , all previous data entered cannot be modified. If modification is necessary, you must create a new Mass Award file.
3 	<p>With your cursor in the Name data field, type in a unique file name for the award you are creating. Ex: 2001 GS Performance Awards for Civil Engineering.</p> <p>Note: This unique file name is used for executing the process. If a manager initiates the Mass Award, this file name must be provided to the personnelist to extract and then execute the mass award.</p>	
4	<p>With your cursor in the NOA Code data field, click the LOV to select the code or type it in. (OPM no longer requires LACs/Remarks for Mass Awards).</p>	
5 	<p>Type in a date in the Effective Date data field (or use the LOV).</p> <p>Note:</p> <ul style="list-style-type: none"> • Name, NOA, and Effective Date are required fields which auto populate the Award Details DDF: <ul style="list-style-type: none"> • UoM, • Award Type and • Date of Award Earned. 	
6	<p>The Status data field is system generated to show the progress of your Mass Award once executed. No action is required in this data field.</p>	
7 	<p>In the Source Region, click the LOV to choose either the Organization, or Personnel Office ID. Agency Code and Agency/Subelement Code data fields are optional. However, there is an increase in system performance when you select an organization as one of the parameters.</p> <p>Note: You can use wildcards to populate some data fields; e.g., (FP%) - to extract organization codes that begin with FP; (G%) - to get all pay plans beginning with a G, etc.</p>	

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Processing LN Mass Awards, Continued


Creating a Mass Award File (continued)

Step	Action
8	Click the LOV or type in the information in the following (Optional) data fields: <i>Position Title</i> , <i>Occupational Series</i> , <i>Grade or Level</i> , <i>Organization Structure ID</i> , <i>Office Symbol</i> , <i>Rating of Record</i> , <i>Pay Plan</i> , and <i>Duty Station ID</i> data fields.
9	Click <Award Details>.
10	<p>The Mass Awards (Award Details) Window displays. Data fields are populated depending on the <i>NOA Code</i> selected from the previous window. For example, if the <i>NOA Code</i> is 840A, the following Awards Detail DDF displays:</p>  <p>In this example, the <i>UOM</i> is M (Money). The <i>Award Type</i> is 9L, which you can overwrite, if needed.</p> <ul style="list-style-type: none"> • <i>UoM</i>, <i>Award Type</i>, <i>Date Award Earned</i> automatically populate based on the information entered on the Mass Award Form. • User must enter: <ul style="list-style-type: none"> • <i>Award Amount</i> or <i>Award Percentage</i> (not both) • <i>Group Award ID</i> (leave blank) • Award Agency Code • Tangible Benefit Dollars (when required) <p> Note: If <i>NOA Code</i> of 846, 847, or 846_ (Korea unique) is selected, <i>UOM</i> will be H (Hours). <i>Award Type</i> will be 80 (except for the 846_, as a different <i>Award Type</i> will be used).</p>

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Processing LN Mass Awards, Continued

Creating a Mass Award File (continued)

Step	Action
11	With your cursor in the <i>Award Amount</i> data field, type in the amount, OR Click the <i>Award Percentage</i> data field and type in a percentage. For example, one and a half percent would be entered as 1.5 (no percent sign).  Note: The <i>Award Percentage</i> data field only applies to Performance Awards.
12	With your cursor in the <i>Award Agency Code</i> data field, type in the information or click the LOV and click the agency granting the award; e.g., AR for Army.
13	Group Award Id is required if award is effective before 1 Oct 2000 - no longer required by OPM if the award is effective on or after 1 Oct 2000.
14	<i>Award Type</i> automatically populates for Time Off Awards. Use the LOV or type in the correct information, if needed.
15	<i>Date Award Earned</i> populates with the current date or you can input another date.
16	Type in dollar amount in <i>Tangible Benefit Dollars</i> data field, if required.
17	Click <OK> to return to the Mass Awards (Final) Window.

Previewing a Mass Award File

You may preview a file created on the **Mass Awards (Preview)** Window and names can be viewed, selected, or deselected.

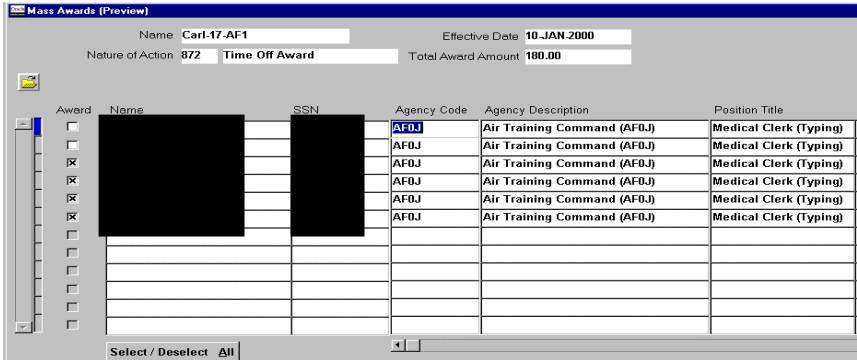



Note: Once you select Preview, all previously entered data cannot be modified (except for *Award Amount* which must be changed individually.) If other modifications of the data are necessary, a new Mass Award file must be created.

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Processing LN Mass Awards, Continued

Previewing a Mass Award File (continued)

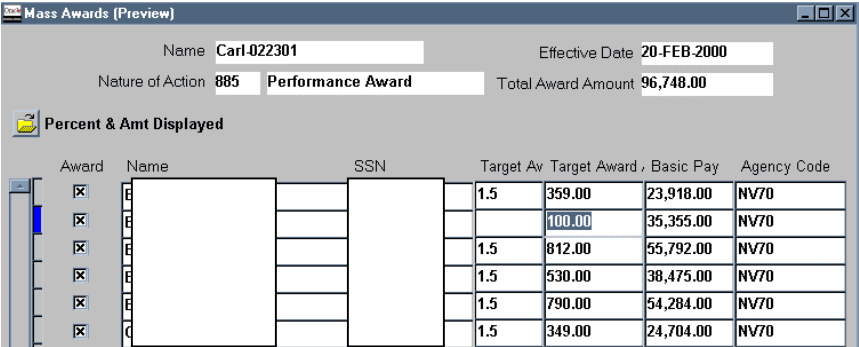
Step	Action
1	<p>On the Mass Awards (Final) Window, click <Preview>. The Mass Awards (Preview) Window displays with data elements populated from the previous windows.</p> <p><i>Name</i> and <i>SSN</i> are included in the columns a second time so they will appear on the downloaded product, in the event you export the awards preview folder to a spreadsheet.</p>  <p>Note: The “X” in the Award checkbox indicates the name to be included in the mass award action. Deselect the “X” if the name is <u>not</u> to be included.</p> <p>If a large number of names appear on the window, but only a few are to be included, click <Select/Deselect All> to remove the “X” from the checkboxes. Then, select the few names to be included by individually selecting “X” in the checkbox next to the names.</p>
2	<p>You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible by using the scroll bar at the bottom of the window. The Award Salary data field must be identified in all records for the percentage to calculate properly.</p> <p> Note: If you change the Target Award Amount, the cumulative Total Award Amount at the upper right hand corner of the window (beneath Effective Date) changes, too.</p>
3	Save your action by clicking Save on the Toolbar and exit the window.

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Processing LN Mass Awards, Continued

Changing a Mass Award File

You have one option to change the file before it is “executed.” You can only change the *Target Award Amount* to a dollar amount from a percentage.

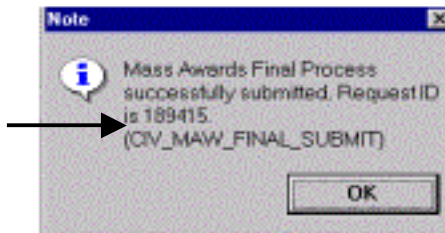

Step	Action
1	The personnelist will open the Mass Award (Final) Window and click <Preview>.
2	<p>The Mass Awards (Preview) Window displays.</p> <p>To change the dollar amount, place your cursor in the <i>Target Award Amount</i> data field and substitute the desired dollar amount for the <i>Percentage of Award Salary Amount</i>.</p>  <p>Note: The system deletes the information in the <i>Target Award Percentage</i> data field when the dollar amount is input.</p> <ul style="list-style-type: none"> • When all modifications of the Preview Folder are complete, the user must save the changes and exit the Preview Folder. • The Preview Folder can be changed and saved as many times as necessary by the user. • The Preview Folder contains all records in the database that meet the selected criteria • <i>Total Award Amount</i> is the total of all award amounts for the records selected based on the initial source criteria. (It will not change when selections are altered.) • You may deselect or select all records or individually. • You may modify <i>Award Amount</i>, and it must be done individually.

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Processing LN Mass Awards, Continued

Executing a Mass Award File

This procedure shows the steps to process or “execute” a mass award file to update the database.

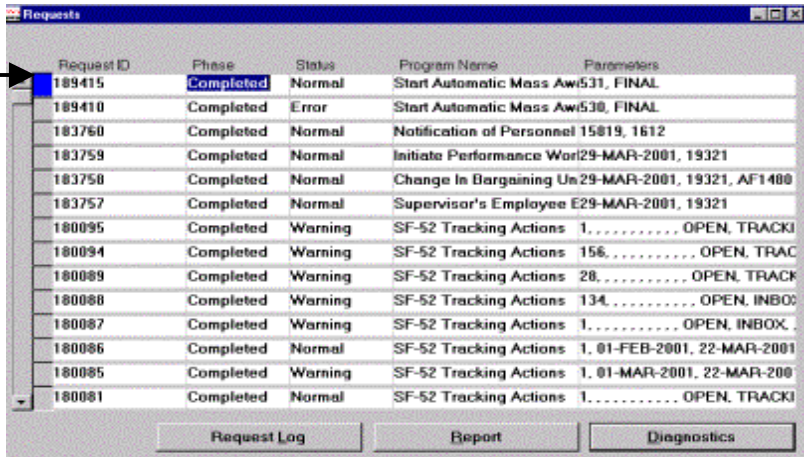
Step	Action
1	<p>Click <Execute>. A Message Box displays and says: “Mass Awards Final Process successfully submitted, Request ID is _____”</p> <p>◆ Example:</p> 
2	<p>Click <OK>.</p> <ul style="list-style-type: none"> • If the actions process without an error, RPAs are created for the selected records as future actions in the Routing History Table. • If an error occurs with one of these selected records, the process routes the RPA to the groupbox assigned to the record’s registered Personnel Office Identifier (POI) or to the GHRWFADMIN Groupbox. <p> Notes:</p> <ul style="list-style-type: none"> • Once you have “Executed” or “Processed” the action, <Preview> is grayed out on the Mass Awards (Final) Window. • Individual award actions that do not successfully pass the business rules will create an RPA for the Award, and flow to the designated utility groupbox for failed automatic actions, normally “WGI Personnel.”

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Processing LN Mass Awards, Continued

Viewing the Status of a Mass Award File

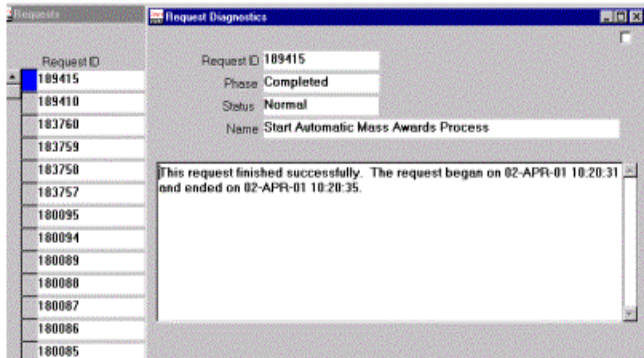
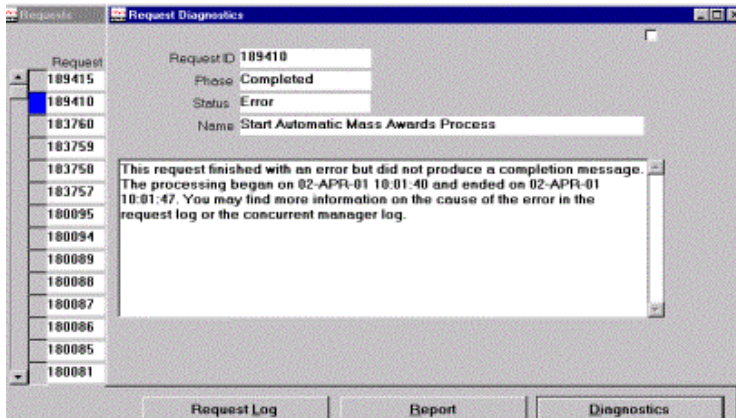
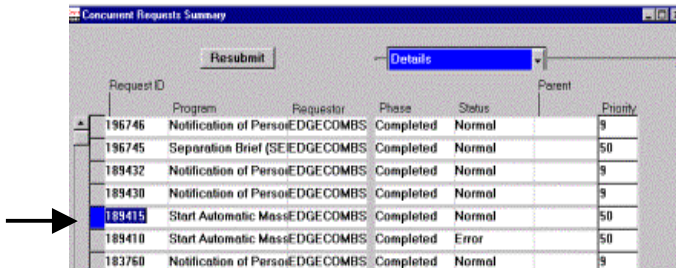
To view the status of the executed mass award file, use the Request ID in the message generated in the final step of processing. For example: “189415” in the previous step. Follow these steps for viewing your requests:

Step	Action
1	<p>On the Mass Awards Final Window, click Help on the toolbar. Scroll down to View My Requests.</p> <ul style="list-style-type: none"> The Requests Window displays a listing of Request Ids with columns entitled Phase, Status, Program Name and Parameters. The most recent request will be at the top of the list.
2	<p>Find the Request ID that was assigned in the previous note of successful completion. In this example, it is “189415” which shows the Phase as Completed, and the Status as Normal.</p>  <p>If the Status Column indicates “Pending” or “Running,” use the F8 key to refresh the screen until the status column reads: “Completed.”</p>
3	Click <Request Log> to display a log of how a request ran.
4	Click <Report> to view the output of a successfully completed request on screen.

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Processing LN Mass Awards, Continued

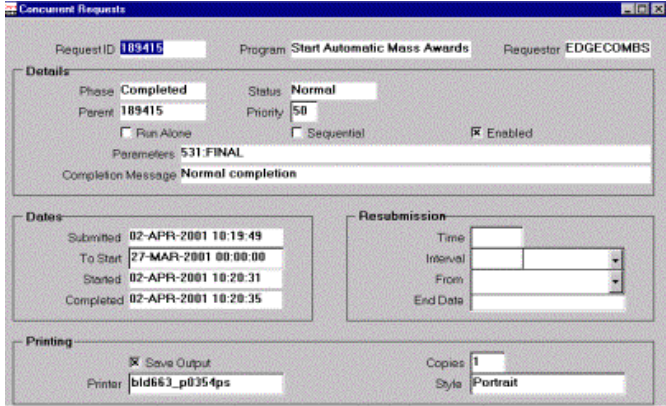
Viewing the Status of a Mass Award File (continued)

Step	Action
5	<p>Click <Diagnostics>. The Request Diagnostics Window displays for your review.</p> 
6	<p>If the Mass Award did not process successfully, the Request Diagnostics Window displays with the following:</p> 
7	<p>You may also go to the Navigation List → <i>Processes and Reports</i> → <i>View Requests</i>. The Concurrent Requests Summary displays.</p> 

Continued on next page

Processing LN Mass Awards, Continued

Viewing the Status of a Mass Award File (continued)

Step	Action
8	<p>Click the Request ID, for more detailed information on the file. The Concurrent Requests Window displays:</p> 
9	<p>Contact your System Administrator for assistance in reviewing the Request Log or the Concurrent Manager Request Summary to locate and correct specific errors.</p>

Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

- The **Process Log** is a registry of successful and failed records processed with a concurrent program.
- If there are errors in a record, the system displays a complete error message notifying the user of the error.
- The user then knows to look for a routed RPA in the record's groupbox or system's default groupbox.

Step	Action
1	From the Navigation List → <i>Federal Maintenance Forms</i> → Process Log → <Open> .
2	The Process Log Errors Window displays with the request number as the last part of the Program Name data field. The Log Text Region displays the reason for the error(s). Use the scroll bars to read the remaining information.

Continued on next page

Processing LN Mass Awards, Continued

Locating and Correcting Errors (continued)

Step	Action
3	The actions will be corrected as needed by the personnelist who executed the action.
4	The System Administrator will then process “Futures,” which reprocesses all actions noted as future in the Routing History Table to update the database. The Process Log referenced above will also contain the details on all records successfully completed and processed with errors.

Processing LN Mass Realignment

Purpose

This section explains how to process LN Mass Realignment for **NOA Code 7904A, Realignment**. An LN Mass Realignment occurs when:

- A group of employees and their positions move due to an organization change, such as a reorganization;
- The employees stay in the same agency, i.e., Army; and
- There is no change in the employees' position, grade or pay.

When a mass realignment occurs, all employees assigned to the affected function or organization are assigned to the new organization.

See Also



Module 1, Fundamentals of the Modern DCPDS

Chapter 3, Navigating the Modern DCPDS

Section: Main Menu Bar

Module 2, Position Management and Classification Using the Modern DCPDS

Module 4, Staffing Using the Modern DCPDS

Chapter 6, Mass Actions

Before You Begin

- Use Mass Realignment when you want to update multiple records at one time for the **NOA Code 790A, Realignment**.
- When you process LN Mass Realignment, the People Record in HR is updated.
- You can export the data from the **Preview** Window to an Excel spreadsheet.

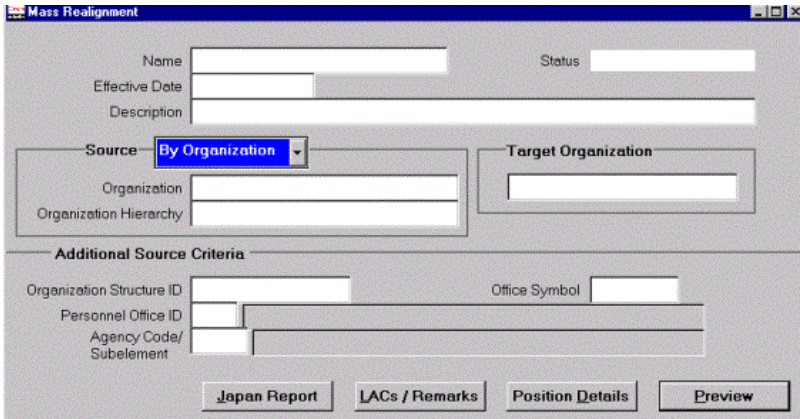
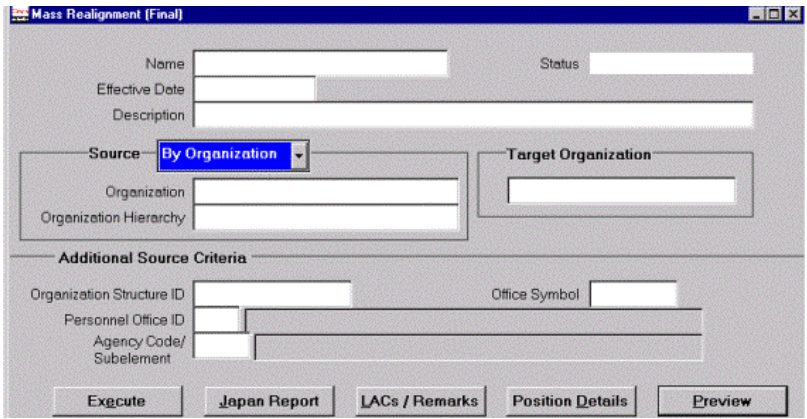

Who Does It



The capability to create and execute a Mass Realignment is available only in the LN Personnelist or CIVDOD LN MGR responsibility.

Processing LN Mass Realignment

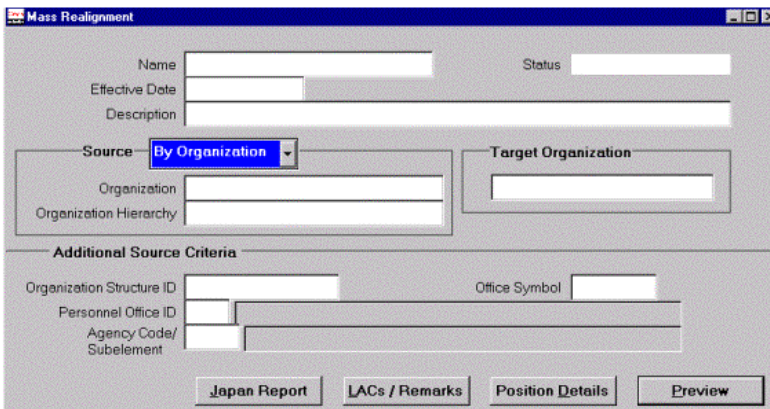

Processing an LN Mass Realignment

Step	Action
1	<p>From the Navigation List → <i>Mass Realignment</i> → <i>LN Mass Realignment Preview</i> → <Open>. The Mass Realignment Window displays.</p>  <p>Or, from the Navigation List → <i>Mass Realignment</i> → <i>LN Mass Realignment Final</i> → <Open>. The Mass Realignment (Final) Window displays.</p>  <p> Note: The Mass Realignment Window is available as a “rough draft” window. It is exactly like the Mass Realignment (Final) Window, but without the <Execute> button. You can create the LN Mass Realignment by clicking either menu item. Mass Realignment can only be processed in the Mass Realignment (Final) Window.</p>

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Processing LN Mass Realignment, Continued

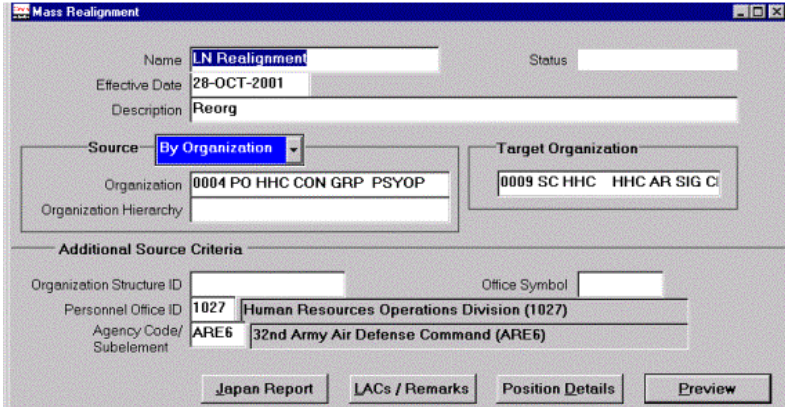
Processing an LN Mass Realignment (continued)

Step	Action
1 (Cont)	Components may want to use both forms; however, for security reasons, limit the number of personnel who can run the final process.
2	<p>The Mass Realignment Window displays with four Taskflow Buttons: <Japan Report>, <LACs/Remarks>, <Position Details>, and <Preview>.</p> 
3	<p>With your cursor in the Name data field, type in a unique name for the Mass Realignment action you are creating.</p> <p> Note: The Status data field is system-generated to show the progress of your Mass Realignment, once executed; e.g., Unprocessed, Submitted, Processed. No action is required in the data field.</p>

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Processing LN Mass Realignment, Continued

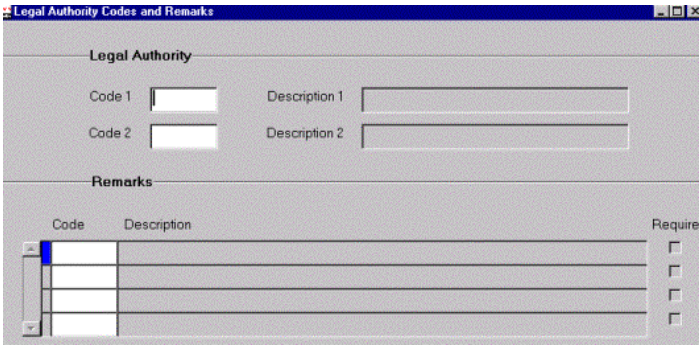
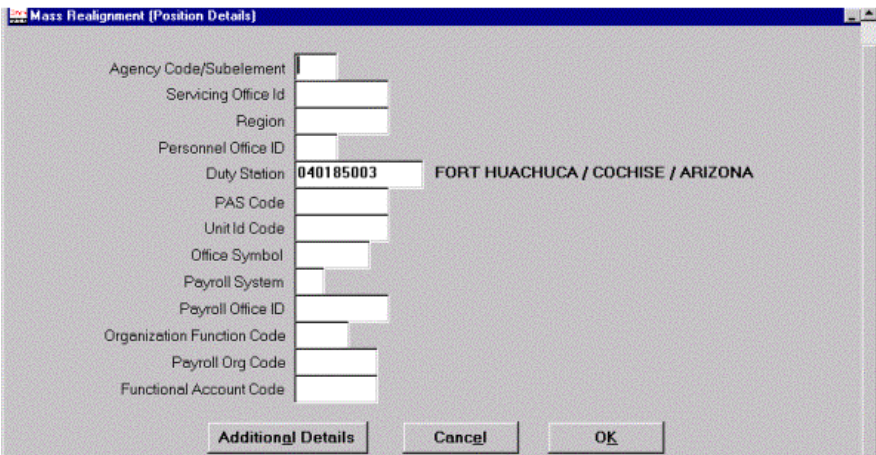
Processing an LN Mass Realignment (continued)

Step	Action
4	<p>Enter data in the remaining data fields:</p> <ul style="list-style-type: none"> • <i>Effective Date</i> • <i>Description</i> <p>The Source Area allows you to enter data to define the employees to be included in the Mass Realignment.</p> <ul style="list-style-type: none"> • Enter data in the following or use the LOV. • <i>Organization</i> • <i>Target Organization</i> • <i>Organization Hierarchy</i> (Optional) <p>The Additional Source Criteria is optional, but input allows you to further refine the records to be included in the Mass Realignment.</p> <ul style="list-style-type: none"> • <i>Organization Structure ID</i> • <i>Office Symbol</i> • <i>Personnel Office ID</i> • <i>Agency Code/Subelement</i> <p>◆Example:</p> 

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Processing LN Mass Realignment, Continued

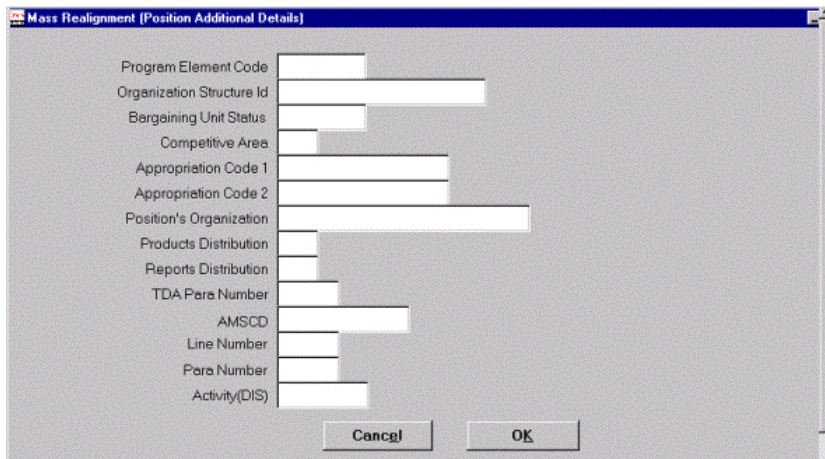
Processing an LN Mass Realignment (continued)

Step	Action
5	<p>Click <LACs/Remarks>. The Legal Authority Codes and Remarks Window displays for completion of data fields as appropriate.</p> 
6	<p>Click <Position Details>. The Mass Realignment (Position Details) Window displays.</p> 
7	<p>Enter information ONLY to those data fields that will change as a result of the Mass Realignment.</p>

Continued on next page

Processing LN Mass Realignment, Continued

Processing an LN Mass Realignment (continued)

Step	Action
8	<p>Click <Additional Details>. The Mass Realignment (Position Additional Details) Window displays. Again, enter information only into those data fields that will be changing as a result of the Mass Realignment.</p>  <p>Click <OK> A message Box displays with “No changes to apply.” Click <OK>.</p>
9	The Mass Realignment Position Window displays.
10	Click <OK>. The Mass Realignment Window displays.

Previewing Your Action

Clicking <Preview> on the **Mass Realignment (Final)** Window displays the **Mass Realignment (Preview)** Window.

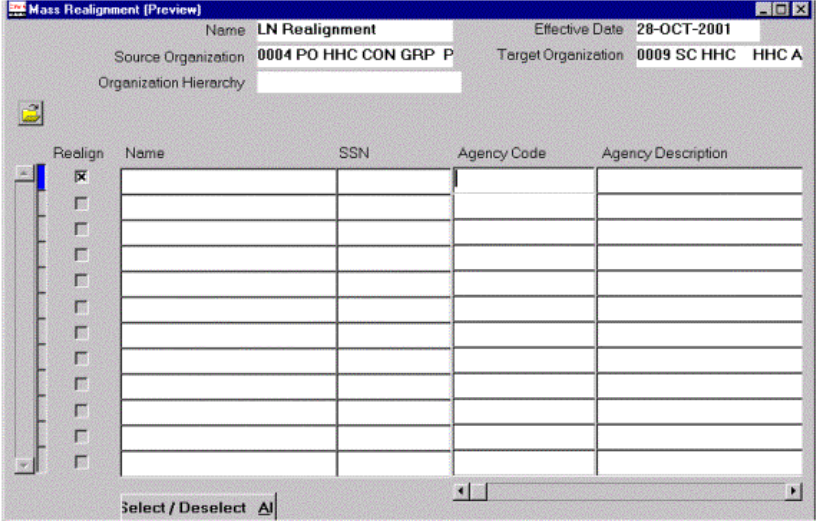

- Based on the information input in the Source area on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN.
- The names for the Mass Realignment can be viewed and selected or deselected.

Follow the steps below to preview the action. Some edits are country specific.

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Processing LN Mass Realignment, Continued

Previewing Your Action (continued)

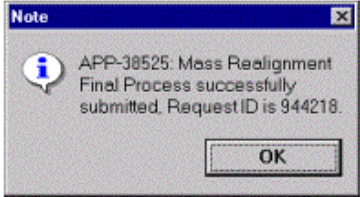

Step	Action
1	<p>On the Mass Realignments (Final) Window, click <Preview>. The Mass Realignment (Preview) Window displays with data elements populated from the previous window.</p>  <p> Note: The “X” in the Mass Realignment checkbox indicates the name on the line next to the “X” is included in the Mass Realignment action. Deselect the “X” if the name is <u>not</u> to be included.</p> <ul style="list-style-type: none"> • If a large number of names appear on the window, but only a few are to be included: <ul style="list-style-type: none"> • Click <Select/Deselect All> to remove the “X” from the checkboxes. • Select the names to be included by individually selecting “X” in the checkbox next to the names. <p>You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible by using the scroll bar on the bottom of the Preview Window. Information may or may not populate the columns.</p>
2	Click Save and exit the window to return to the Mass Realignment (Final) Window.

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Processing LN Mass Realignment, Continued

Executing the Mass Realignment

Follow these steps to execute the Mass Realignment and update the database.

Step	Action
1	<p>Click <Execute> on the Mass Realignment (Final) Window to display a Message Box that says: “Mass Realignment Final Process successfully submitted.”</p> 
2	Click <OK>. The Mass Realignment (Final) Window displays.
3	<p>Click Save.</p>  <p>Note: Once you have “Executed” or “Processed” the action:</p> <ul style="list-style-type: none"> • Each employee’s position record updates. • RPAs are produced.
4	Viewing the Status and locating errors is the same as in the Mass Awards section of this chapter.

Processing LN Mass Salary

Purpose

This section explains how to process LN mass salary for **NOA Code 894A, Pay Adjustment** and the **NOA Code 893A, Within Grade Increase (WGI)**. It is not country specific and is available for LN use.

See Also



Module 1, Fundamentals of the Modern DCPDS
 Chapter 3, Navigating the Modern DCPDS
 Section: Main Menu Bar
 Module 4, Staffing Using the Modern DCPDS
 Chapter 6, Mass Actions

Before You Begin

- Use mass salary when you want to update multiple records at one time for the **NOA Code 894A, Pay Adjustment** or the **NOA Code 893A, WGI**.
- When you process LN mass salary, the People Record in HR is updated.
 - An RPA is not produced as it is with other mass actions.
 - If actions process without error, NPAs (SF 50), or the country equivalent of the SF 50) are generated for each employee record included in the mass process as future actions in the Routing History Table.
- You can export the data from the **Preview** Window to an Excel spreadsheet.


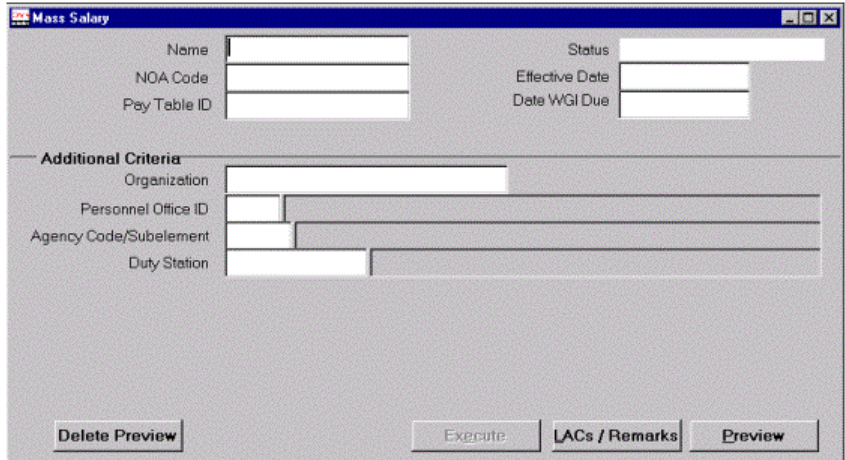

Who Does It



The capability to create and execute a mass salary is available only in the LN Personnelist or CIVDOD LN HR MGR responsibility.

Processing LN Mass Salary


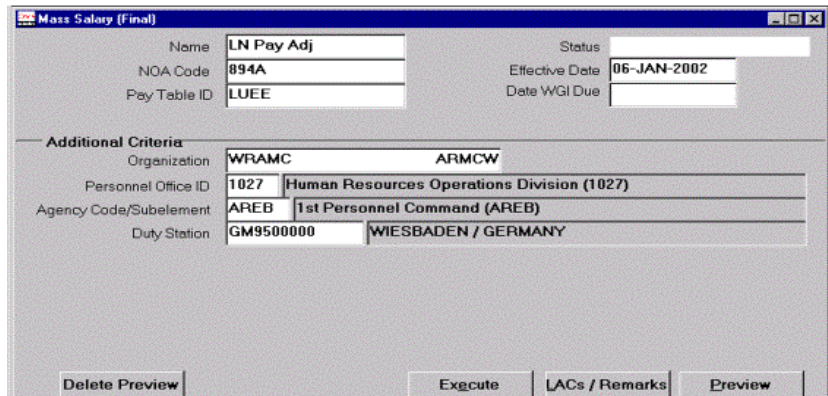
Processing an LN Mass Salary

Step	Action
1	<p>From the Navigation List → <i>Mass Actions</i> → <i>Mass Salary</i> → <i>LN Mass Salary Preview</i> → <Open>.</p> <p> Note:</p> <ul style="list-style-type: none"> The Mass Salary Window is available as a “rough draft” window. It is exactly like the Mass Salary (Final) Window, but without the <Execute> Taskflow Button. You can create the LN Mass Salary by clicking either menu item. Mass Salary can only be processed in the Mass Salary (Final) Window. Components may want to use both forms; however, for security reasons, limit the number of personnel who can execute.
2	<p>The Mass Salary Window displays with four Taskflow Buttons: <Delete Preview>, <LACs/Remarks>, and <Preview>. <Execute> is grayed out.</p> 
3	<p> With your cursor in the Name data field, type in a unique name for the mass salary action you are creating.</p> <p>Note: The Status data field is system-generated to show the progress of your mass salary once you save your action; e.g., Unprocessed, Submitted, etc.</p>

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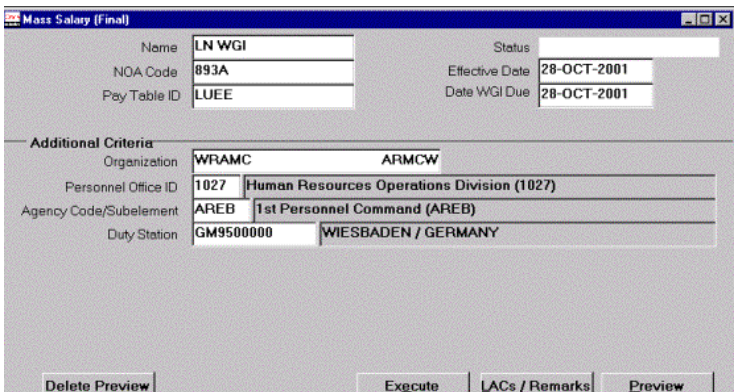
Processing LN Mass Salary, Continued

Processing an LN Mass Salary (continued)

Step	Action
4	<p>Enter data in the remaining data fields:</p> <ul style="list-style-type: none"> • NOA Code • Pay Table ID • Effective Date • Date WGI Due (if a WGI increase is the action) • Additional Criteria Area allows you to enter data to define the employees to be included in the Mass Salary process. <p> Note: This area is optional.</p> <ul style="list-style-type: none"> • WGIs: If you need to limit the select process to more than just the DT WGI Due. Usually, you process all WGIs due on the same date. • Pay Adjustments: If you need to limit the select process to more than just the Pay Table ID. Usually you process all pay adjustments required by a pay table change. • Enter data in the following, if needed: <ul style="list-style-type: none"> • Organization • Personnel Office ID • Agency Code/Subelement • Duty Station
5	<p>Example of a Pay Adjustment.</p>  <p>The screenshot shows a window titled "Mass Salary (Final)". It contains several input fields: Name (LN Pay Adj), NOA Code (894A), Pay Table ID (LUEE), Status, Effective Date (06-JAN-2002), and Date WGI Due. Below these is an "Additional Criteria" section with fields for Organization (WRAMC, ARMCW), Personnel Office ID (1027, Human Resources Operations Division (1027)), Agency Code/Subelement (AREB, 1st Personnel Command (AREB)), and Duty Station (GM9500000, WIESBADEN / GERMANY). At the bottom are buttons for "Delete Preview", "Execute", "LACs / Remarks", and "Preview".</p>

Continued on next page

Processing LN Mass Salary, Continued

Step	Action
5 (Cont)	<p>Example of a WGI.</p>  <p>The screenshot shows a window titled "Mass Salary (Final)". It contains several input fields: Name (LN WGI), NOA Code (893A), Pay Table ID (LUEE), Status (blank), Effective Date (28-OCT-2001), and Date WGI Due (28-OCT-2001). Below these is a section titled "Additional Criteria" with fields for Organization (WRAMC and ARMCW), Personnel Office ID (1027 Human Resources Operations Division (1027)), Agency Code/Subelement (AREB 1st Personnel Command (AREB)), and Duty Station (GM9500000 WIESBADEN / GERMANY). At the bottom are buttons for "Delete Preview", "Execute", "LACs / Remarks", and "Preview".</p>

Previewing Your Action

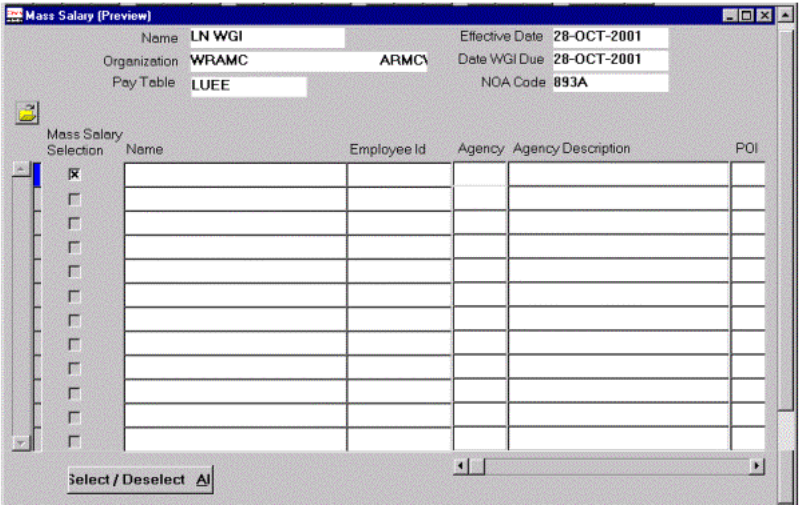

Clicking <**P**review> on the **Mass Salary (Final)** Window displays the **Mass Salary (Preview)** Window.

- Based on the information input in the **Additional Criteria** on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN.
- The names for the Mass Salary can be viewed and selected or deselected.

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Processing LN Mass Salary, Continued

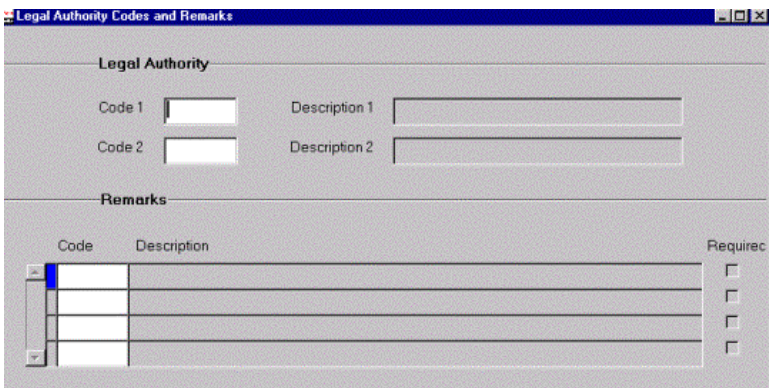
Previewing Your Action (continued)

Step	Action
1	<p>On the Mass Salaries (Final) Window, click <Preview>. The Mass Salary (Preview) Window displays with data elements populated from the previous window.</p>  <p> Note: The “X” in the Mass Salary checkbox indicates the name on the line next to the “X” is included in the Mass Salary action. Deselect the “X” if the name is <u>not</u> to be included.</p> <ul style="list-style-type: none"> If a large number of names appear on the window, but only a few are to be included: <ul style="list-style-type: none"> Click <Select/Deselect All> to remove the “X” from the checkboxes. Select the names to be included by individually selecting “X” in the checkbox next to the names. <p>The Mass Salary checkbox displays next to the <i>Name</i> and <i>SSN</i> columns. You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible. Information may or may not populate the columns.</p>

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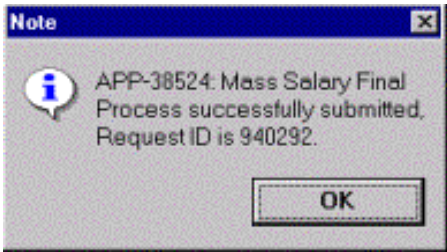
Processing LN Mass Salary, Continued

Previewing Your Action (continued)

Step	Action
2	Click Save and exit the window to return to the Mass Salary (Final) Window.
3	<p>Click <LACs/Remarks>. The Legal Authority Codes and Remarks Window displays. Input the data if needed. It must be completed prior to executing the Mass Salary.</p>  <p>Click Save to return to the Mass Salary (Final) Window.</p>

Executing the Mass Salary


Follow these steps to execute the Mass Salary and update the database.

Step	Action
1	<p>Click <Execute> on the Mass Salary (Final) Window to display a Message Box that says: “Mass Salary Final Process successfully submitted.”</p> 
2	Click <OK> . The Mass Salary (Final) Window displays.

Continued on next page

Processing LN Mass Salary, Continued

Executing the Mass Salary (continued)

Step	Action
3	Click Save .
	<p>Note: Once you have “Executed” or “Processed” the action:</p> <ul style="list-style-type: none"> • A new row of data is entered into each employee’s record (Element Name). • <Preview> is grayed out on the Mass Salary (Final) Window.

Viewing the Status of a Mass Salary File

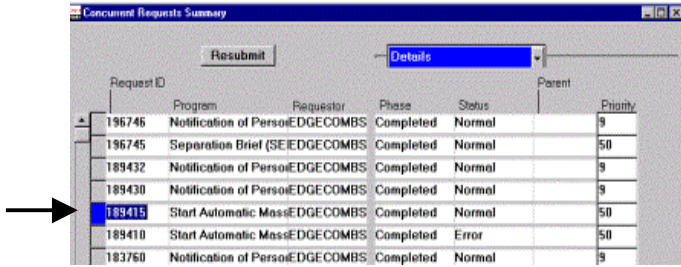
To view the status of the executed mass salary file, use the **Request ID** in the message generated in the final step of processing. For example: “94029” in the previous step. Follow these steps for viewing your requests:

Step	Action
1	<p>On the Mass Salary Final Window, click Help on the Toolbar. Scroll down to <i>View My Requests</i>.</p> <p>The Requests Window displays a listing of Request Ids with columns entitled Phase, Status, Program Name, and Parameters. The most recent request will be at the top of the list.</p>
2	<p>Find the Request ID that was assigned in the previous note of successful completion. The Phase and Status columns should read as Completed and Normal.</p> <p>If the Phase Column indicates “Pending” or “Running,” use the F8 key to refresh the screen until the status column reads: “Completed.”</p>
3	Click < Request Log > to display a log of how the request ran.
4	Click < Report > to view the output of a successfully completed request on screen.

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Processing LN Mass Salary, Continued

Viewing the Status of a Mass Salary File (continued)

Step	Action
5	Click <Diagnostics> if a problem occurred with the report. The Request Diagnostics Window displays for your review. If the Mass Salary did not process successfully, the Request Diagnostics Window displays. It contains a message with the date and times the request began and ended along with instructions to find more information about the cause of the error in the request log or the concurrent manager log.
6	You may also go to the Navigation List → <i>Processes and Reports</i> → <i>View Requests</i> . The Concurrent Requests Summary displays. Click to populate the data fields. 
7	Highlight the Request ID . For more detailed information the Concurrent Requests Window click <Open> to display the Concurrent Requests.
8	Contact your System Administrator for assistance in reviewing the Request Log or the Concurrent Manager Request Summary to locate and correct specific errors.

Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

- The **Process Log** is a registry of successful and failed records processed with a concurrent program.
- If there are errors in a record, the system displays a complete error message notifying the user of the error.
- The user then knows to look for a routed RPA in the record's groupbox or system's default groupbox.

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Processing LN Mass Salary, Continued

Locating and Correcting Errors (continued)

Step	Action
1	From the Navigation List → <i>Federal Maintenance Forms</i> → <i>Process Log</i> → <Open> .
2	The Process Log Errors Window displays with the request number as the last part of the Program Name data field. The Log Text Region displays the reason for the error(s). Use the scroll bars to read the remaining information.
3	The actions will be corrected as needed by the personnelist who executed the action.
4	The System Administrator will then process “Futures,” which reprocesses all actions noted as future in the Routing History Table to update the database. The Process Log referenced above will also contain the details on all records successfully completed and processed with errors.
